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CATALOGING ECONOMIES: THE CARE OF GIFT PAMPHLETS

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The University of Illinois Library has a very active gift and exchange department which is largely instrumental in adding to the library, in addition to a large number of bound volumes and serial publications, about six thousand pamphlets each year. Of these from five to eight hundred are considered of sufficient value to merit full cataloging. The remainder, over five thousand pamphlets a year, must be cataloged economically. They must be cataloged in some way which will make each pamphlet available through the catalog, will furnish a record which will enable the order department to avoid the purchase of duplicates and will make all the pamphlets on any subject available to readers. This problem, of cataloging what we call second class pamphlets, was solved five years ago by the use of the following method:

A student at the university, usually not a library school student, is employed for about fifteen hours a week to type author cards for these pamphlets as they come in. Manilla cards, of the same size and weight as the white cards in the public catalog, are used. The color serves to distinguish the cards for the second class pamphlets and makes it easy to remove any or all of them. Carbon copies are filed in the gift and exchange department and kept for a few months to prevent requests for duplicates.

The student clerk is given elementary instructions, in the beginning, in the making of author entries. This does not insure a correct form of entry in every case, but as the cards are revised by a classifier and a filing assistant, the incorrect entries are detected and sent back for correction. No attempt is made by this student clerk to supply missing forenames or to verify names given on title pages. Only the author, a brief title, the date of publication, the source, and date of receipt are given. Occasionally when a number of pamphlets, leaflets, etc., by one author are received only one card is made, but this is not done without consulting the classifier. When the card for a pam-

phlet is made it is placed in the pamphlet, the pamphlet is stamped with the library ownership stamp, and both pamphlet and card are then sent to the classifier.

In the beginning the decimal system of classification used by the library was greatly abridged to make the work of classification as simple as possible and still separate the material into usable groups. With a few exceptions, only three figures were used and in many cases inclusive numbers have proved practicable. For instance, not many second class pamphlets on philosophy or religion are received by the library and the 100's and 200's are grouped by tens, i. e. 110-119, 120-129 and so on. As was expected, many subjects which were at first grouped together have had to be separated on account of the large amount of material received or the call for material on special phases of a subject. With only one card record to be altered the closer reclassification of any one subject does not require a great amount of time. To save time and make easier a possible change of classification number, the classifier writes the number in pencil, not in ink, directly on the pamphlet. As a small concession to the appearance of the catalog the numbers are typed on the cards by the typists, the classifier having made a pencil note of the number on the lower edge of the card. The classification number is preceded by the capital letter P on both card and pamphlet to indicate the character of the material to the shelf assistants. No book numbers are used except in the class P920-929 where we have a collection of individual biography. In this class the first letter of the name of the biographee is added to establish a partially alphabetical arrangement.

The classifier sends the cards to be filed in the public catalog. Up to this point in the routine the titles of the pamphlets have not been searched for in the catalog to see whether any are already in the library. The responsibility for finding such duplicates is thrown on the cataloger who files the cards; thus instead of searching through the catalog once for possible duplicates and then after the cataloging is completed, filing the cards, only the latter is done. If it is found that the pamphlet is an added copy, it is added to the first card and the other returned to the classi-

fier who marks the pamphlet "copy two." If the library has as many copies as are likely to be needed, the pamphlet is sent to the duplicate collection. Forms of entry which do not agree with those previously used in the catalog are returned to the student clerk for correction, but it is understood that the cataloging of this class of pamphlets is not to be held to the standards of completely cataloged material.

After the cards are filed the pamphlets are sent to the stacks and filed in boxes which are labeled with the class numbers preceded by the capital letter P and shelved before the completely cataloged books with the same class number. Each collection of pamphlet material is represented in the public shelf list by a card on which is given the class number and a note "Box of pamphlets." No shelf-list of titles is kept, so an inventory cannot be taken. The cost per piece for cataloging these pamphlets is about one-tenth of the cost for fully cataloged books or pamphlets.

So far no arrangement of the pamphlets having one class number has been attempted but we have reached the point where some such arrangement is necessary. We believe a chronological rather than an alphabetical order will be most useful because these pamphlets are now used principally to supplement and bring up to date the information published in books. We shall have to add the year to the class number for the benefit of the shelf assistants. The users of this material are chiefly: (1) the members of the reference department who use it to answer calls for recent information on definite subjects; (2) advanced students working in the stacks, or (3) those who have references to particular reprints or articles in pamphlet form. For any of these classes arrangement by date should be convenient.

Regular exceptions to the above treatment are: (1) Foreign doctoral dissertations which are classified as minutely as completely cataloged material. These are placed in pamphlet binders and shelved in their proper places, have the usual book numbers and shelf slips but are represented in the catalog by nothing more than author cards with titles and dates added.

(2) College publications of an administrative character such as catalogs and registers which are shelved in a separate place according to a special scheme and are not cataloged at all except in the case of especially long or complete sets.

The collection of this pamphlet material was occasioned by the demand for it by the various departments of the university. The increasing use of it has seemed to justify the treatment which it has been given. Some of it at some time may be of historical interest, some may be of value because of a suddenly developed general interest in a subject which has formerly appealed to only a few. The latter was the case with the pamphlets on military subjects which had been treated as second class, but were practically all made first class and completely cataloged after the outbreak of the war. The object is to preserve all such material as economically as is consistent with its temporary use and in such a way that any part of it will be available if for one reason or another it becomes of permanent value. If it does become valuable or of general interest it may be accorded a different treatment.